

# Travel Time Reimbursement Tips

Technical Assistance Document #002-11

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The Administrative Rules of South Dakota for the early intervention program (ARSD 24:14), specifically ARSD 24:14:04:13 Reimbursement for travel time, states: ***“Travel time to and from service provision sites is reimbursed to the early intervention service provider at a flat rate as provided in this section. All other early intervention services not specified in this section are reimbursed at a travel time rate of \$13.14 per unit.”***

<b>Services</b>	<b>Travel Time Rate</b>
<b><i>Physical and Occupational Therapy, Evaluations and Meetings</i></b>	<b><i>\$13.14 per unit</i></b>
<b><i>Speech and Language Therapy, Evaluations and Meetings</i></b>	<b><i>\$11.53 per unit</i></b>
<b><i>Assistive Technology, Evaluations and Meetings</i></b>	<b><i>\$13.14 per unit</i></b>
<b><i>Family Training, Counseling, and Home Visits</i></b>	<b><i>\$11.18 per unit</i></b>
<b><i>Health Services, Evaluations and Meetings</i></b>	<b><i>\$10.86 per unit</i></b>
<b><i>Nutrition Services, Evaluations and Meetings</i></b>	<b><i>\$11.50 per unit</i></b>
<b><i>Social Work Services, Evaluations and Meetings</i></b>	<b><i>\$11.18 per unit</i></b>
<b><i>Special Instruction, Evaluations and Meetings</i></b>	<b><i>\$7.20 per unit</i></b>
<b><i>Service Coordination, Evaluations and Meetings</i></b>	<b><i>\$7.20 per unit</i></b>

Travel Time is calculated on the basis of the provider traveling a mile a minute to a service provision site outside of city limits and a mile in three minutes to a service provision site within city limits. Fraction of a 15-minute unit is rounded up to the next unit. Travel time is reimbursed if the provider travels to a service provision site and the child is not available for service.

- **Calculating number of units to bill.**

- Using odometer reading, determine how many miles the provider has traveled and whether it is outside of city limits or in-city. If **in-city**, take the number of miles times 3 then divide by 15 (a unit). Example, the provider travels 5 in-city miles to the child's home. 5 miles times 3 equals 15 divided by 15. ( $15 \div 3 = 1$ ). The provider can bill for 1 unit. If the provider is traveling **outside of city limits**, take the number of miles times 1 then divide by 15 (a unit). Example, the provider travels 120 miles outside of city limits to the child's home. 120 miles times 1 equals 120 then divide by 15 (a unit) ( $120 \times 1 \div 15 = 8$ ). The provider can bill for 8 units.

- **Or - Here's a formula -**

- “City” Miles are **NOT** Billable  
Mileage  $\times 3 = \underline{\hspace{1cm}} \div 15 = \text{unit of travel}$
- “Rural” Rural mileage is billable .37 per mile  
Mileage  $\div 15 = \text{units of travel}$

- **Any number to right of decimal round up**

- **Please bill only in full units.** Example, the provider's travel 20 rural miles ( $20 \div 15 = 1.33$ ), round up to two units. \*Note – if the provider decides to round down to a lesser full unit, i.e. provider travels 16 minutes and only bills for one unit of travel time, please identify on the request for payment that this is the provider's choice. This will eliminate a lot of time spent on “correcting” what we believe are calculation errors.
- **If the provider travels to and from as service provision site and the child is not available**, the provider may bill for travel time but must document on the request for payment that the child was not available for service on that date.

Two rules in ARSD 24:14:04 Financial Matters provide clarification on allowable costs regarding billing for travel time and mileage when providing early intervention services to eligible children. The full body of these rules may be found at: <http://legis.state.sd.us/rules/rules/2414.htm>

- **24:14:04:12.01. Reimbursement if travel is necessary solely to provide early intervention service.** Reimbursement of mileage and travel time is available only if travel is necessary solely to provide early intervention services. If the service provider is required to travel to a location away from his or her home or office for another purpose, mileage and travel time are then available only for the portion of travel required for the sole purpose of providing the early intervention services.
- **24:14:04:12.02. Reimbursement for travel to place of other employment.** The mileage between a provider's home and that provider's other place of employment that is not for the purpose of providing early intervention services is not subject to reimbursement if the provider travels from the provider's home to that other place of employment and then travels to an eligible child's home. Mileage may be paid for a provider's travel only if the travel from the provider's other place of employment to an eligible child's home and back to the point of origin, or to an equidistant point, is for official early intervention business. The provider may not be reimbursed for travel home if the travel is conducted as a responsibility of the provider's other place of employment.

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